

## **17-Department of Civil Service**

### **Agency Description**

The mission of the Department of State Civil Service is to develop and administer human resource practices in a manner that is consistent with Article X of the Louisiana Constitution and consistent with the unique requirements of operating in the public sector, that enable employees and organizations to provide cost effective, quality services.

- I. Administer the classification and compensation systems by developing and implementing flexible job evaluation and pay policies and practices that can be adapted to meet agencies' unique requirements.
- II. Create and administer programs, rules and assistance procedures that promote and encourage effectiveness, efficiency and accountability in state agencies and their employees.
- III. Provide processes and policies that enable state agency managers to fill vacant positions with highly qualified applicants in a timely fashion and in accordance with legal and professional standards.
- IV. Develop the capabilities of agency supervisors and human resource managers to assume greater responsibilities over the management of human resources through training and other activities.
- V. Provide for the systematic evaluation of effectiveness of human resource practices in state agencies.
- VI. Provide a prompt, inexpensive system for resolving removal, discipline, rule violation, and discrimination cases that satisfies due process requirements.
- VII. Utilize technology to improve the productivity and effectiveness of Civil Service and its user agencies.

## AGENCY BUDGET SUMMARY

	ACTUAL 2001-2002	ACT 13 2002-2003	EXISTING 2002-2003	CONTINUATION 2003-2004	RECOMMENDED 2003-2004	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$0	\$0	\$0	\$393,605	\$0	\$0
STATE GENERAL FUND BY:						
Interagency Transfers	6,354,441	6,972,532	6,999,696	7,002,955	7,014,420	14,724
Fees & Self-gen. Revenues	400,196	425,879	425,879	434,650	434,864	8,985
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
<b>TOTAL MEANS OF FINANCING</b>	<b>\$6,754,637</b>	<b>\$7,398,411</b>	<b>\$7,425,575</b>	<b>\$7,831,210</b>	<b>\$7,449,284</b>	<b>\$23,709</b>
EXPENDITURES & REQUEST:						
Administration	\$3,282,067	\$3,797,778	\$3,824,942	\$4,109,554	\$3,743,587	(\$81,355)
Human Resources Management	3,472,570	3,600,633	3,600,633	3,721,656	3,705,697	105,064
<b>TOTAL EXPENDITURES AND REQUEST</b>	<b>\$6,754,637</b>	<b>\$7,398,411</b>	<b>\$7,425,575</b>	<b>\$7,831,210</b>	<b>\$7,449,284</b>	<b>\$23,709</b>
AUTHORIZED FULL-TIME EQUIVALENTS: Classified	109	109	109	109	102	(7)
Unclassified	0	0	0	0	0	0
<b>TOTAL</b>	<b>109</b>	<b>109</b>	<b>109</b>	<b>109</b>	<b>102</b>	<b>(7)</b>